

ASSET DATA COLLECTOR MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Infrastructure and Engineering

LOCATION: Valleyview or DeBolt, Alberta

TERM: Approximately April 27 to August 28, 2026, with possibility of extension.

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Asset Management Officer, the Asset Data Collector, will gather, validate, and record critical information on municipal assets.

- Photograph assets.
- Accurately measure and record pertinent information.
- Conduct asset condition assessments.
- Identify damaged or missing assets.
- Download information into asset management software.
- Perform other duties as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Must be legally entitled to work in Canada.
- Experience using Asset Management and GPS software would be considered an asset.
- Familiarity with asset management principles would be considered an asset.
- Computer literate.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Valid class 5 driver's license is required.



SKILLS REQUIRED:

- Attention to detail with high degree of accuracy.
- Good verbal and written communication skills.
- Good time management and organizational skills.
- Ability to use an I-pad with confidence.
- Ability to work alone with minimal supervision.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate physical effort; occasional lifting.
- Extensive periods of sitting, standing, and walking through all types of terrain.
- Long periods of driving and working alone.
- Subject to working in outdoor environment – heat, cold, dry, and dusty and / or wet conditions as well as potential exposure to insects, bees and wildlife.
- Hazards associated with working on or alongside roadways.
- Subject to falls, cuts, and scrapes.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.
- Required to wear correct Personal Protective Equipment as per safe job procedures.
- Safety vest when on site or roadway.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)



Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

